**JOB DESCRIPTION**

**PROJECT AND INNOVATION ASSISTANT JOB DESCRIPTION**

**PRIMARY RESPONSIBILITIES**

The Project and Innovation Assistant will offer support in implementation of:

1. Testing and evaluating new technology.
2. Technical pre and post-sales support
3. Internal technical and IT training
4. Troubleshoot and repair faulty devices

**SPECIFIC RESPONSIBILITIES**

1. Providing support in the form of repairs and procedural documentation by Identifying hardware and software solution.
2. Offer technical support to the sales department in client service and create training manuals and marketing brochures.
3. Assist in planning the implementation of new systems and provide training to IT, technical and other staff within the company
4. Recording, updating and maintaining project records
5. Document, the test and implementation of new technology solutions.
6. Frequently and accurately provide feedback and reports to the supervisor on task handles and pending projects
7. Project Assistant works under the supervision of the Project Lead ensuring a smooth and timely delivery of project activities under the Project’s work plan

**REQUIRED SKILLS**

1. Knowledge of Telecom networking and telecommunication technologies.
2. Excellent planning and organizing skills
3. Experience in tests and automation development.
4. Manage multiple projects at a time while paying strict attention to detail.
5. Excellent verbal and written communications skills.

**OTHER INFORMATION**

Job Holder Name &amp; Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_